



**Visayas State University**  
Visca, Baybay City, Leyte 6521-A Philippines

---

**OFFICE OF THE PRESIDENT**

July 4, 2014

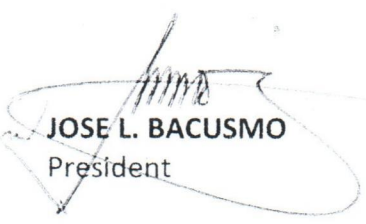
**MEMORANDUM NO. 172**  
**Series of 2014**

**TO: Marilyn A. Orquilla**  
**RE: Partial Settlement of Socio Cultural Affairs Committee Accountability**

This is a reminder of Memorandum No. 100 series of 2009 regarding your financial accountability with Socio Cultural Affairs Committee amounting to ₱212,123.45. Per review of documents, there were no payments for the past four (4) years (CY 2010-2014), thus we would require a partial settlement of at least Twenty Five Thousand (₱ 25,000.00) not later than ten (10) days from receipt.

In addition, monthly remittance of One Thousand Five Hundred (₱ 1,500.000) be made starting August 2014, to recover the said receivable. A Promissory Note through the Legal Office be executed in order to safeguard government funds.

For your compliance.

  
**JOSE L. BACUSMO**  
President